

UNITED STATES DEPARTMENT OF AGRICULTURE

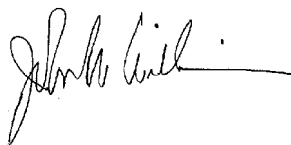
Farm Service Agency
Washington, DC 20250

Notice AO-1241

For: State and County Offices

Distributing FY 2000 BU-533R County Office Workload Reports

Approved by: Deputy Administrator, Management



1 Overview

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Background

In October 2000, County Offices reported FY 2000 year end workload data on their FSA-55's and transmitted them to KCAO, through the State Office. KCAO compiled this preliminary data and provided it to the National Office for review and analysis. The workload review team performed their annual review at the National Office and, with verification from the State Offices, made applicable adjustments and corrections to the submitted data. Final data was then sent back to KCAO, with the FY 2000 COWM formulas, to generate final output reports. These output reports have been:

- reviewed for reasonableness and accuracy of the data reported and the application of work measurement formulas
- released to State and County Offices.

B

Purpose

This notice informs State and County Offices of:

- year end review analysis
- dits to work items
- output reports distribution.

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Disposal Date

December 1, 2001

Distribution

State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C

Action

State and County Offices shall:

- review all output reports received
- notify BUD if a report was not received.

Note: Timely notification will expedite delivery of missing reports.

2 FY 2000 Year End Review

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FY 2000 Year End Review Analysis

The FY 2000 year end workload review was completed at the national level on November 9, 2000, with the assistance of County Office level employees. The workload report file was transmitted back to Kansas City on November 17, 2000, after corrections had been entered.

In general, the majority of the County Office workload reports were completed without question. This correct reporting can be attributed to the field's involvement in the workload/workmeasurement training held in September 2000, the review of 12-AO, and the question and answers that were sent from BUD through BBS.

Although they were limited, there were some problems that stood out and caused delays in the review process. They were as follows:

- work measurement entries did not match workload entries, especially on manually counted items
- data entered in the estimated column was excessive
- FLP data was not correctly reported in the County Office that was determined a Type 1 or MAC site, and in some instances, was not reported at all
- County Offices entered the validity and, if they were a combined county, entered double the validity
- County Offices entered data in work items that did not pertain to their county operation or area of the country.

Note: These problems were not found in every State and County Office but were prevalent enough for concern.

3 Edits to the FY 2000 Year End Workload Reports

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National Edit Process

Workload review team reviewers worked with State Offices to:

- ensure the accuracy of the individual reports
- document changes to the original County Office data
- have State Offices notify County Offices of changes to their reports.

The following is a list of work items that affected the majority of County Offices, requiring a national level edit.

- **Work Item 304, Maximum Payment Limitation for CRP and LTA's.** All estimates entered in column 3 were reduced to the entries in column 2 for all County Offices that reported data. In general, these forms are obsolete and the number should be decreasing instead of increasing.
 - **Work Items 377, Oilseeds Program and 378, Oilseeds Program Yield Determinations.** Some County Offices followed instructions and did not enter data in the estimated columns for these 2 work items. Others entered estimates after the cut off date for reporting workload because of the approval of the FY 2001 program. In an effort to be consistent, the FY 2000 actual unit count level was also inserted in to the FY 2001 estimated column for all County Offices that reported actual counts for this work item.
 - **Work Item 2106, Warehouse Surveillance and Port Checking.** Because there were many counties that had excessive estimates entered in column 3, all workload reports were reduced in column 3 to reflect the same entries reported in column 2. Generally, the entries in this work item should not change from year to year.
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Work Item 101 and 111 Problem

During the preparation of the final output reports, a problem was found in FY 2000 that cannot be corrected. The unit count for work items 101 and 111 is the paid-for workdays. After the workload reports were transmitted to KCAO, the paid-for workdays were pulled from the accounting records and entered into the workload reports. It appears that when some County Offices started doing payroll through PC Tare, the State and county codes were incorrectly entered and the paid-for days for 1 county may appear in another County Office. State and County Offices should pay particular attention to the data entered in work items 101 and 111, especially if the county had problems with their payroll data.

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4 Distribution of FY 2000 Year End Workload Reports

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Output Reports

BU-533R, Reports 1, 2, 3, 7, 7A, and 8 should start arriving in State Offices the week of January 29, 2001. State Offices should distribute copies of Report 1 to County Offices upon receipt.
